

TRANSMITTAL SLIP		12 April 1985
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Please substitute the attached page of the OIS Weekly Report for the one sent on 11 April. The former page should be destroyed.</p>		
FROM:		
D/OIS		
ROOM NO.	BUILDING	EXTENSION
1205	Ames	
FORM NO. 1 FEB 68 241		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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11 April 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (4 - 10 April 1985)

A. PROGRESS ON ACTION ITEMS

1. CIA HISTORICAL REVIEW PROGRAM. The Director of Information Services called a meeting of the FOIA inter-directorate group on 8 April to discuss the implementation of the CIA Historical Review Program (HRP). The Agency's History Staff will determine what records are considered of historical significance. The Classification Review Division (CRD) of the Office of Information Services will conduct the declassification review. The directorate that is the custodian of the records will coordinate the review and approve release, as appropriate after which CRD will prepare the records for release. The Information Resources Management Division (IRMD) will then work with the appropriate directorate and the National Archives and Records Administration (NARA) to accession the records to the National Archives for access by historical researchers and the public.

Although the report to the Congress on HRP is not due until 1 June 1985, we consider it important to take steps now to fulfill the DCI's commitment. The first group of records to be considered will be those covering the SSU and CIG, predecessor agencies.

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re-Send* (At the above meeting, representatives from the Directorate of Operations (DO) and the Directorate of Intelligence (DI) agreed to a trial period in which CRD would make the primary review with a Mandatory Review Request coordination from the appropriate directorate. This is the initial step in moving toward centralizing the review of documents for declassification. The objective is to handle the review process more efficiently and with greater consistency. Should this experiment prove successful, actions to centralize similar requests--such as documents referred by other agencies--will be considered. (DDA info only))

Although the report to the Congress on HRP is not due until 1 June 1985, we consider it important to take steps now to fulfill the DCI's commitment. The first group of records to be considered will be those covering the SSU and CIG, predecessor agencies.

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2. OSS RECORDS. A representative from IRMD, the liaison officer from NARA to the Agency, and representatives from the DO began reviewing OSS motion picture films at the Agency Archives and Records Center. The NARA liaison officer will be appraising the film to determine its long-term value and whether it should be accessioned to the National Archives. Professionally qualified DO classification review officers will be reviewing the films to determine if there is any classified information. Films that have long-term value and are determined to be unclassified will be transferred to NARA along with paper OSS records.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. [] INFORMATION SERVICE CENTER (ISC). Chief, [] [] ISC, was instrumental in setting up a procedure to ensure that new equipment will be delivered more promptly to Agency components and that payments will be made to vendors in a more timely manner. The ISC had been receiving new equipment from vendors and forwarding it to the component that placed the order. Handled in this manner, there was no official receiving report executed by an authorized logistics officer. As a result, Procurement Division, OL, had to spend unnecessary time to confirm that the equipment was received before the Office of Finance could reimburse the vendor. To overcome this, Chief, [] ISC, arranged for the Central Mailroom to deliver the equipment to the North Loading Dock at Headquarters where there are OL officers who can execute the necessary reports and forward the equipment to the appropriate components.

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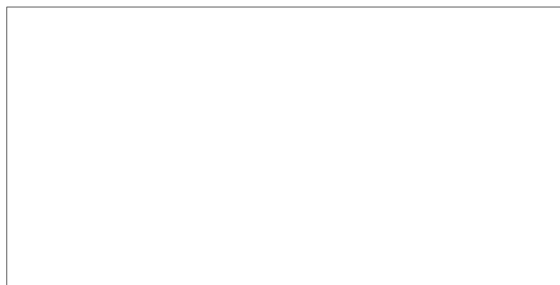
C. SCHEDULED ACTIVITIES

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INFORMATION HANDLING SURVEY OF FIELD RECRUITMENT OFFICE. A representative of IRMD contacted Chief, Recruitment Operations Division, Office of Personnel (OP), to discuss plans for a survey of the information handling practices of the [REDACTED] Recruitment Office. The survey had been requested to assist the office chief in solving paper flow and files management problems. The survey is scheduled for 6 May and will be conducted by a representative from IRMD with the assistance of the Records Management Officer for OP.

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9 April 1985

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report (3-9 April 1985)

1. At a DIS-called meeting on 8 April the DI, DO, and the DS&T agreed to a schedule of actions that will implement the Historical Review Program (HRP). The actions will involve CRD and the History Staff as well as the individual directorates to find the material, review it and eventually get it ready for release to the public. The History Staff will determine what records are of most historical significance, CRD will conduct the declassification review, the holding directorate will conduct their coordinating review and give approval for release, and CRD will prepare the records for release. IRMD/OIS will then work with the directorate and NARA to accession the records to NARA where they will be made available to researchers and the public. ☐

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2. At the above meeting the DO and the DI agreed to a trial period of having CRD/OIS make the initial review and coordinate their actions with the DO and DI of all Mandatory Review requests. This is the initial step in moving towards centralizing Agency review for release into one unit for efficiency and consistency. The DI ~~argued~~ that the system would add another layer of review to the processing cycle and slow it down, but nevertheless agreed to a trial period to see what will happen in practice. Actions to centralize other review requests, such as documents referred by other agencies, will be considered if this initial effort proves itself. ☐

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Chief,
Classification Review Division

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9 April 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources Management Division

SUBJECT: Weekly Report of Information Resources
Management Division 3 - 9 April 1985

1. Work in Progress

2. Significant Events and Activities

a. Field Recruitment Office. [] Chief, ICB, contacted [] Chief, Recruitment Operations Division, Office of Personnel, to discuss plans for a survey of the information handling practices of the [] Recruitment Office. [] the Office of Personnel recruiter there, had asked sometime ago if OIS could survey his office to assist him in solving paper flow and files management problems he is experiencing. [] formerly the Agency's [] area recruiter, is supportive of the survey effort and earlier provided [] with his thoughts on the problem and ways to resolve it. The survey was initially scheduled for March, but was postponed because of a shortage of OD travel funds. It is now planned for 6 May and will be conducted by [], ICB, with the assistance of [] the Records Management Officer for OP.

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advised the personnel officers to contact the Records Management Officer for the Office of Personnel, for assistance in retiring and destroying old records and in identifying more effective filing equipment. They also encouraged them to identify the problems affecting the branch and then send a memo to OIS, requesting survey assistance. If a request is made, the Information Control Branch would try to provide assistance late this year.

c. [redacted] ISC. [redacted] Chief, [redacted] ISC, was instrumental in setting up a procedure to ensure that new equipment will be delivered more promptly to Agency components, and that payments will be made to vendors in a more timely manner. The ISC had been receiving boxes of new equipment from vendors and then forwarding them to the component that had placed the order. [redacted] discovered that when the equipment is handled in this manner there is no official receiving report rendered by a logistics officer. Without that report, the Office of Finance cannot reimburse the vendor. As a result, the Procurement Division, OL, had to spend considerable time to confirm that the equipment had been received by components. Once aware of this procedure, [redacted] arranged for the Central Mailroom to deliver the equipment to the North Loading Dock at Headquarters where there are OL employees who can execute the necessary reports and then forward the equipment to the appropriate components.

d. OSS Records. [redacted] Information Management Branch, Raymond Tagge, liaison representative to the Agency from the National Archives and Records Administration, and representatives from the DO began reviewing the OSS motion picture film at the Agency Archives and Records Center. Mr. Tagge will be appraising the film to determine its long-term value and whether it should be accessioned by NARA. The DO officers will be reviewing the film to determine if it contains any classified material. Film that is determined to be of long-term value and unclassified will be transferred to NARA along with paper OSS records.

Shortly before the review was to begin, Records Center personnel discovered that they had no 16mm projectors to show the film. [redacted] IMB, located three surplus 16mm projectors and made repairs on them so they could be shipped to AARC in time for the review. [redacted] s monthly inspection of surplus equipment at the Agency Depot made him aware that the projectors were available. After the review of the film is completed, two of the projectors will be transferred to the Records Center. The remaining projector will be returned to [redacted] for use by components within Ames Building. [redacted] also assisted Mr. Tagge and the DO representatives in their review of the film.

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e. Suggestion Awards. [redacted], Agency Forms Officer, met with [redacted] Chief, Suggestions and Achievements Awards Committee, Office of Personnel, and his Assistant, [redacted] to discuss [redacted] role in evaluating suggestions relating to forms. [redacted] described the objectives of the forms program and his specific function as the referent for all Agency forms, controlling their design and production. He explained how each form is assigned to Agency components under an Office of Primary Interest number and how the OPI is responsible for the justification, revision, and review of any forms it originates. He also mentioned that all suggestions relating to forms are properly sent to IRMD for evaluation. However, since most of these suggestions deal with procedural changes, they always need to be forwarded to the OPI for comment after our review. To save time, [redacted] recommended that the SAAC send copies of suggestions on forms to the OPI and to IRMD concurrently. To assist SAAC in determining where suggestions on forms should be sent, [redacted] provided a copy of the forms catalog and explained how to use it. Both [redacted] and [redacted] liked [redacted] recommendation and will implement it immediately.

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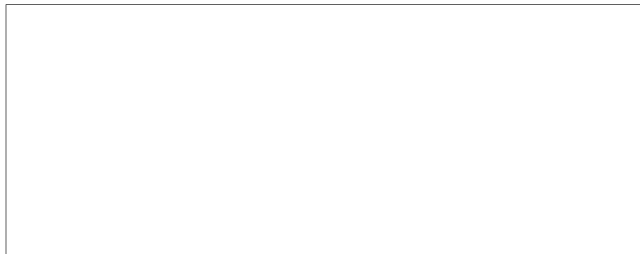
f. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 3 additions, 9 deletions, and 2 changes.
ARCINS:	Jobs received/edited: 7. Jobs keyed: 26 consisting of 1,299 entries. Jobs completed: 8.
Accessions:	Received 8 jobs totaling 58 cubic feet.
References:	Serviced 2,204 requests for records.

3. Scheduled Events

Chief, IRMD, will meet with Lt. Colonel Bud Styers, Chief, Administrative Communications and Records Management Division, Directorate of Administration, Headquarters, United States Air Force, on 10 April 1985 to discuss the USAF's program for records management.

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9 April 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 3 April
through 9 April 1985

1. RPD is currently handling 96 jobs. Standing out among the 14 issuances received for processing in RPD was a 5 page employee bulletin-questionnaire soliciting information from Agency employees (AE 1-6 distribution) concerning the establishment of a child day care center. RPD received this proposed issuance late Thursday afternoon, 4 April, and edited it on an immediate basis. However, OP asked that the EB-questionnaire be published as presented because it had been developed by their consultant, approved by a task force, and time was critical to get it distributed. OP did make one concession that since it contained classifiable information it should be classified. Our senior secretary handcarried the EB-questionnaire to Headquarters for DDA approval on Friday, 5 April.

2. Also during the week we received Comparative Evaluation Board and Panel Process, from the Office of Personnel for revision. OP stated that differences between OP/OGC and the 'E' Career Service over the phrasing of paragraph g(1) on Board and Panel Procedures still had not been resolved. It appears that RPD will have to bring representatives of these components together to effect an agreed position.

3. edited and prepared for coordination Career Training Program. Although this proposal was received from OP with a request for priority handling and was processed accordingly, OP called with instructions to put it on "hold" for the present because it had to work out some differences with OTE.

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STAT 4. In our weekly report of 2 April 1985, we mentioned that work continued on reducing the content of [] General. The editor assigned to this regulation further edited it to shorten the paragraph on legal authorities with an eye to the EXDIR's wish for concision. The revision was forwarded on 4 April via telecommunications to the EO/DDA and OGC for review.

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6. At the request of the Office of Information Technology, we processed a proposed notice announcing information on its Communications Operations Center and a number of editorial changes were made. Because readers may possibly confuse the OIT Center with the Directorate of Intelligence Operations Center, DI requested that the Notice contained a statement that there is no connection between the OIT Center and the DI Operations Center. (A-IUO)

STAT 7. RPD responded to requests from SOVA Registry, OP/RAO, OMS, OGC, OCPAS, and DDI Registry. Our clerical personnel handled 199 telephone calls. []

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